

DATE: March 2, 2005

TO: DIRECTIVES POINTS OF CONTACT

FROM: BRIAN D. COSTLOW, ACTING DIRECTOR,
OFFICE OF MANAGEMENT COMMUNICATIONS, ME-43

SUBJECT: DRAFT DOE O 243.X, *Records Management Program*

This is to notify you that the subject draft has been posted on RevCom for your review and comment. DOE O 243.X establishes the Department's requirements and responsibilities for implementing and maintaining a cost effective records management program.

INSTRUCTIONS

Comments on the draft directive are due by April 1, 2005. This due date is for Headquarters Directives Points of Contact (DPCs) to submit consolidated comments using RevCom. To accommodate this due date, Headquarters DPCs may set separate due dates for field offices under their purview using the "Set Site Deadline" link in RevCom. Extensions to the commenting period are discouraged and will only be granted with the permission of the Office of Primary Interest (OPI). Any extensions granted will apply only to the requesting organization and will not be "blanket" extensions.

Commenting Organizations:

Comments must be identified as either "Major Comments" or "Suggested Comments." Major comments address issues serious enough to preclude or significantly hamper the Department's ability to do any of the following:

- accomplish policy objectives and missions;
- comply with applicable laws, rules, and regulations;
- perform efficiently and economically; or
- fulfill contractual obligations and formal commitments.

Each major comment must be justified as such using one of these criteria. The head or deputy of the commenting organization must authorize major comments. Any comment labeled as a major comment that does not meet the criteria specified above will be considered a suggested comment.

The first issue for consideration is whether this directive should apply to your organization. If it should not apply, provide such a comment with a justification in the "Overall Comments" section.

Office of Primary Interest:

The OPI must respond to all major comments submitted by Headquarters DPCs, but responses to suggested comments are at the OPI's discretion.

Directives Points of Contact:

- DPCs must either record comments or click the “No Comment” button in RevCom.
- Headquarters DPCs must consolidate comments received from their subject matter experts and/or field DPCs and submit them to the OPI using the Department’s RevCom system (<http://www.revcom.doe.gov>).
- Headquarters DPCs may authorize and submit as official organization comments **ONLY** those that mirror the views of the Secretarial Officer.

Please address specific questions on the content of the draft directive to Sharon Evelin, IM-11, 301-903-3455, Internet: sharon.evelin@hq.doe.gov.

Questions on the Directives System should be directed to Virginia Bitler, ME-43, 202-586-1619, Internet: virginia.bitler@hq.doe.gov.